

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-  
**011419-ORIM**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Risk and Insurance Management		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-044-4924-001	
<b>UNIT NAME AND CITY LOCATED</b> Emergency Functions – West Sacramento		<b>CLASS TITLE</b> Program Manager I	
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5 p.m.		<b>SPECIFIC LOCATION ASSIGNED TO</b> West Sacramento	
<b>PROPOSED INCUMBENT (If known)</b> TBD		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-044-4924-001	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under the direction of the Staff Services Manager II (SSMII), the incumbent is responsible for the continued management and supervision of resources and the implementation of objectives assigned to the Emergency Function (EF) Program Unit. The Program Manager I (PMI) assist in the formulation, adoption, and maintenance of emergency management systems assigned to DGS to support the State Emergency Plan.			
<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
35%	<b>ESSENTIAL FUNCTIONS</b> <p>The State Emergency Plan (SEP) established the California Emergency Functions as a key component of California's system for all hazards emergency management. In accordance with the California Emergency Services Act (ESA), this plan is in effect at all times and applies to all levels of state government and its political subdivisions. The Department of General Services (DGS) is responsible for the Resources and Construction and Engineering Emergency Functions as defined in the SEP.</p> <p>In order to effectively manage the EF program the incumbent:</p> <ul style="list-style-type: none"> <li>• Develops Emergency Functions (EFs) assigned to the California Government Operations Agency (GovOps) based on guidance and direction from GovOps, DGS, and the Office of Risk &amp; Insurance Management (ORIM).</li> <li>• Is responsible for the continued development and implementation of annexes for EF 3-Construction and Engineering, assists with EF 7-Resources and provides clear and decisive leadership in the development of the EFs.</li> <li>• Facilitates a forum for all EFs to communicate and collaborate towards successful completion of their respective annexes and maintains a strong and productive working relationship with all levels of government.</li> <li>• Handles the most difficult issues that impact the development and implementation of EFs and collaborates with the Advisory Council, Operational Teams, Technical Working Groups, and Stakeholders.</li> <li>• Coordinates ongoing development of policies and procedures to identify and access critical assets for emergency response. Oversees the development and implementation of emergency procurement and contracting procedures for EF development. Develop and deploy processes to identify, inventory, and access state owned and state controlled construction and engineering capabilities available to support emergency response.</li> </ul>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>			
<b>SUPERVISOR'S NAME (Print)</b>		<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
<b>EMPLOYEE'S NAME (Print)</b> i		<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>

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	<p><b><u>ESSENTIAL FUNCTIONS (continued)</u></b></p> <ul style="list-style-type: none"> <li>• Directly works with the California Office of Emergency Services (Cal OES) branches and regions, Federal Emergency Management Agency (FEMA), state agencies and local jurisdictions to address complex and sensitive emergency planning, response and recovery issues.</li> </ul> <p>20% In order to effectively and efficiently implement policy the incumbent:</p> <ul style="list-style-type: none"> <li>• Sets policy for emergency preparedness, response, recovery and mitigation in accordance with the Standardized Emergency Management System (SEMS) as set forth in the Governor's Executive Orders.</li> <li>• Is responsible for Administrative Orders between Cal OES and DGS; develops management memos and administrative orders to provide emergency directives for state agencies and departmental offices/branches to implement.</li> </ul> <p>20% In order to effectively work with internal and external Stakeholders the incumbent:</p> <ul style="list-style-type: none"> <li>• Oversees the development and maintenance of multi-agency agreements required by for EF development.</li> <li>• Coordinates with Cal OES in support of the SEP and coordinates with state agencies to ensure their plans are consistent with the SEP.</li> <li>• Coordinates and participates in catastrophic planning with Federal Emergency Management Agency (FEMA) and Cal OES.</li> <li>• Develops departmental emergency preparedness and response policies in accordance with the State Emergency Plan and SEMS.</li> <li>• Reviews and analyzes state and federal emergency management laws and regulations; assists in the coordination and maintenance of the state's SEMS; identifying and resolving program problems and directing the development of programmatic policies and procedures.</li> <li>• Develops policies and procedures for ensuring emergency staff are properly trained, assigned emergency roles and responsibilities and participate in exercises and drills.</li> </ul> <p>15% In order to effectively respond to emergencies and other emergency duties the incumbent:</p> <ul style="list-style-type: none"> <li>• Coordinates efforts with DGS divisions who have emergency related responsibilities, DGS Deputy Directors and the Division of the State Architect.</li> <li>• Attends and participates in training and exercises to enhance emergency management knowledge, skills, and abilities to gain better understanding of Cal OES roles and responsibilities during an emergency.</li> <li>• Participates in drills and exercises to demonstrate proficiency in implementing emergency procedures.</li> </ul> <p>10% <b><u>MARGINAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• In time of an emergency, will have command authority and responsibility throughout the department 24/7 and will respond to requests from OES for DGS resources.</li> <li>• Assists in the State Operations Center, Regional Emergency Operations Center, Joint Field Office, or Local Assistance Center; participate in emergency drills and exercises; assist in state and local training and exercises; represent the Department in conferences and meetings.</li> <li>• Is the primary point of contact for all emergency-related matters, including Cal OES, FEMA and other federal, state and local emergency jurisdictions.</li> <li>• Responsible for the coordination of compliance with the Emergency Services Act and will lead and direct departmental emergency operations</li> </ul> <p><b><u>SUPERVISION RECEIVED</u></b> Incumbent will receive general supervision from the SSM II within ORIM.</p> <p><b><u>SUPERVISION EXERCISED</u></b> None.</p>

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	<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b>  Knowledge of: Principles, practices and trends of public administration, including management analysis, planning, program evaluation or related areas; concepts, objectives, organization, and operations of Federal, State and local civil defense and disaster activities; California geography and resources as they relate to civil defense and disaster planning and operations; administrative problems involved in directing coordinated financial assistance programs; principles and practices of employee supervision, development and training; program development; formal and informal aspects of the legislative process; governmental functions and organization at the State and local level; methods and techniques of effective program management and supervision; organization, activities, and basic legislation concerning the Office of Emergency Services; principles of organization and budgeting; the Office's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p><b>ABILITIES</b>  Ability to: Reason logically and creatively and utilize a variety of analytical techniques to solve complex disaster preparedness problems; evaluate alternatives and provide recommendations; gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work; analyze data and effectively present ideas; interpret Federal and State statutes; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; establish and maintain project priorities; and effectively utilize all available resources; plan, organize and direct the work of others; effectively contribute to the Office's affirmative action objectives.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b>  Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Experience working effectively under emergency conditions.</li> <li>• Experience working with the principles and practices of emergency planning response and operation.</li> <li>• Experience handling situations that if handled incorrectly may cause serious harm or damage to life and property.</li> <li>• Experience in conducting simulated emergency drills and exercises.</li> <li>• Experience handling multiple courses of action simultaneously.</li> <li>• Experience in working with federal and state disaster assistance and post-disaster mitigation funds.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Works well in a team environment.</li> <li>• Organizes and handles multiple tasks and assignments.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Daily use of phone, fax, copiers, and general office equipment.</li> <li>• Occasional use of cell phone, pagers, and laptop computer.</li> <li>• Frequent use of computer and related software at workstation.</li> <li>• Occasional off-site meetings within Sacramento and occasional out-of-town within California meetings that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.</li> <li>• Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, reference manuals, etc.</li> <li>• Conduct formal presentation with good communication skills.</li> </ul>